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EYES ONLY

ORD-3057-68

20 May 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, CSP

SUBJECT : Recommendation for Promotion -
25X1A9a [REDACTED]
GS-03 to GS-04

25X1A9a

1. [REDACTED] has been under my supervision for the last eight months. During this time, she has been responsible for varied duties in the ORD Registry which include logging incoming cover mail from over one hundred universities and industrial concerns and disseminating incoming ORD mail. In addition, [REDACTED] is knowledgeable of all incoming and outgoing, inter-office and intra-office mail procedures and those requiring special handling. She also provides backup assistance to the other girls in the Registry and performs other general duties when required.

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2. [REDACTED] job in the ORD Registry is her first in the Agency. Considering the voluminous amount of information and procedures she was required to learn and the difficulties of handling technical material, she has done a commendable job. [REDACTED] is pleasant to work with and is most willing to undertake any duty required.

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3. It is recommended that [REDACTED] be promoted from a GS-03 to a GS-04.

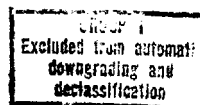
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15/
[REDACTED]
Chief, Registry Branch
Office of Research and Development

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approved

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SUBJECT: 25X1A9a
Recommendation for Promotion
[REDACTED]
GS-03 to GS-04

RECOMMEND APPROVAL:

SIGNED

Chairman, Special Panel, CSP

6/3/68

Date

APPROVAL:

SIGNED

Director of Research and Development

6/6/68

Date

Distribution:

Original & 1 - Addressee
1 - PO/ORD

EYES ONLY

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